



Departmental Quarterly Performance Report

Department Name: International Trade Consortium

(Index codes: ICETRADE and ICSISTERCITI)

Reporting Period:

FYE 9/30/04

1st Quarter

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p><u>Initiative - Increase International Commerce:</u> Received from the Airport the three mission destinations and the five briefing destinations that the ITC will need to conduct in the current fiscal year. Began planning for the first mission to the Orient in March of 2004.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Negotiated terms with vendor to conduct a database update and expansion of records, which would enhance business matchmaking capabilities and make trade missions more effective. Initiated bid-waiver process for existing database vendor.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Began recruitment efforts to fill budgeted vacant position. New position will require marketing skills in order to help the department with its outreach efforts and to strengthen its marketing campaign.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Hired permanent part-time employee to conduct Caribbean Trade Initiative. Initiated planning for Caribbean missions to Trinidad & Tobago and to Barbados.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Initiative - Increase International Commerce:</u> Sponsored and participated in the Foundation for Democracy in Africa's AGOA Civil Society Forum in Washington D.C. and in the Caribbean Latin American Action's (CLAA) conference on Miami-Beach. Sponsored the Florida Builder's Association's meeting, which included participants from Latin America.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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<p><u>Initiative – Promote Greater Cultural Appeal of Miami-Dade County for businesses:</u> Developed Sister Cities program for 2003-2004.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u> Issued RFP for Economic Impact Study to be conducted to help measure the financial impact of trade for Miami-Dade County.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u> Finalized 2002-2003 ITC Annual Report.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Initiative – Enhanced Public Reporting Regarding Funded Activities:</u> Conducted meetings of the ITC Board of Directors and Sister Cities Coordinating Council.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS *	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	7	\$837,000	6	1						

Notes:

B. Key Vacancies

- One - The ITC had one full-time position vacancy during the 1st quarter. The vacancy, which will provide critical marketing skills to support the department's Strategic Plan, should be filled during the 2nd Quarter.

C. Turnover Issues

- None

D. Skill/Hiring Issues

- None

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

- None

F. Other Issues

- None

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FINANCIAL SUMMARY – * OVERALL ITC BUDGET CONSISTS OF 2 SUB-BUDGETS REPRESENTED BY INDEX CODES ICETRADE AND ICSISTERCITI

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance (+ = Over/ - = Under)	** % of Annual Budget
Revenues	N/A							
♦ Gen. F.		35	8.75	0	8.75	0		
♦ Other		802	200.50	0	200.50	0		
♦								
♦								
Total		837	209.25	0	209.25	0		
Expense*	N/A							
Personnel (ICETRADE/ ICSISTERCITI)		608 (459.31 ICETRADE + 148.69 ICSISTERCITI)	152 (114.83 ICETRADE + 37.17 ICSISTERCITI)	151.93 (133.27 ICETRADE + 18.66 ICSISTERCITI)	152 (114.83 ICETRADE + 37.17 ICSISTERCITI)	151.93 (133.27 ICETRADE + 18.66 ICSISTERCITI)	-.07 (+18.44 ICETRADE + -18.51 ICSISTERCITI)	99.9% 116% ICETRADE / 50% ICSISTERCITI)
Operating ICETRADE/ ICSISTERCITI)		224 (207.73 ICETRADE + 16.27 ICSISTERCITI)	56 (51.93 ICETRADE + 4.07 ICSISTERCITI)	24.57 (21.24 ICETRADE + 3.33 ICSISTERCITI)	56 (51.93 ICETRADE + 4.07 ICSISTERCITI)	24.57 (21.24 ICETRADE + 3.33 ICSISTERCITI)	-31.43 (-30.69 ICETRADE + -.74 ICSISTERCITI)	44% (41% ICETRADE / 82% ICSISTERCITI)
Capital ICETRADE/ ICSISTERCITI)		5 (5 ICETRADE)	1.25 (1.25 ICETRADE)	0	1.25 (1.25 ICETRADE))	0	-1.25 (-1.25 ICETRADE + 0 ICSISTERCITI)	0%
Total ICETRADE/ ICSISTERCITI)		837 (672 ICETRADE + 165 ICSISTERCITI)	209.25 (168.01 ICETRADE + 41.24 ICSISTERCITI)	176.50 (154.51 ICETRADE + 21.99 ICSISTERCITI)	209.25 (168.01 ICETRADE + 41.24 ICSISTERCITI)	176.50 (154.51 ICETRADE + 21.99 ICSISTERCITI)	-32.75 (-13.50 ICETRADE + -19.25 ICSISTERCITI)	84% (92% ICETRADE / 53% ICSISTERCITI)

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

*** **NOTE:** For purposes of tying the quarterly report figures to FAMIS figures, note that an entry of \$100,000 was erroneously posted in FAMIS in Quarter I for a reduction of Personnel expenses. This reduction of expenditures related to the 2002-2003 fiscal year and should not have been reflected in the 1st Quarter of 2003-2004. Because this entry would have understated personnel expenses in Quarter I, actual personnel figures were adjusted in the financial summary above.

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

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Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Personnel Variances:

Operating Variances:

The department only expended 44% of its quarterly operating budget in the 1st quarter.

While this percentage is low, it is typical for the department. Customarily, the 1st quarter is planning-intensive and a greater proportion of its programs and activities are conducted in the 2nd, 3rd, and 4th quarters. Consequently, as activities increase in the future quarters, so should operating expenditures.

Capital Variances:

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception, which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date

JUL 30, 2004